

Strategic Planning Results

Sorted By: Institutional Goal

Planning Year: 2014-2015

Institutional Goal: 4 - Strategic Goal #4

Unit Code: 20000 **Planning Unit:** President's Office **Unit Manager:** Allbright, A. Rodney

Obj ID	Objective	Objective Purpose	Objective Status
1579	Review low-performing programs	Budget Objective	Ongoing

Objective Description

Develop and maintain a health and realistic budget: Review low-performing or high cost programs for reorganization or elimination.

Responsible unit: An objective pertaining to this process can be found in the unit plan for Instruction, managed by Vice President for Instruction, Pam Millsap.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
01/23/2015	Program evaluations.

Intended Results

Date	Description
01/23/2015	Eliminate programs based on recommendations developed by Vice President for Instruction as part of the program evaluation process.

Actual Results

Date	Description
09/18/2015	The VPI, in consultation with the Deans and Division chairs, will consider the results of the program evaluations, then make recommendations for changes to the President.

Use of Results

Date	Description
09/18/2015	This objective has been assigned to the VPI and Deans.

Obj ID	Objective	Objective Purpose	Objective Status
1580	Expand continuing education and workforce opportunities to dual credit students	Developmental	Ongoing

Objective Description

Increase current student and graduate base:Expand dual credit and continuing education offerings throughout technical and workforce programs.

Responsible unit: An objective pertaining to this process can be found in the unit plan for Instruction, managed by Vice President for Instruction, Pam Millsap.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
01/23/2015	Number of dual credit enrollment in workforce and continuing education programs.

Intended Results

Date	Description
01/23/2015	Expand continuing education and workforce opportunities to dual credit students.

Actual Results

Date	Description
09/18/2015	We continue to expand dual credit offerings to dual credit students.

Use of Results

Date	Description
09/18/2015	Working with area ISDs and being mindful of the requirements of HB 5, we will continue to expand offerings of CE and workforce programs to dual credit students.

Obj ID	Objective	Objective Purpose	Objective Status
1585	Expand COM partnerships	Developmental	Ongoing

Objective Description

Improve College of the Mainland's Image and Presence:Expand COM partnerships in workforce development throughout the service area.

Responsible unit: An objective pertaining to this process can be found in the unit plan for the Dean of Workforce and Continuing Education, managed by Dean Carla Boone.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
01/23/2015	Number of COM partnerships

Intended Results

Date	Description
01/23/2015	Increase number of COM partnerships.

Actual Results

Date	Description
09/18/2015	Objective assigned to Dr. Carla Boone.

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)

Institutional Goals
14-17 SG-4
4 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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Use of Results

Date	Description
08/25/2015	<p>The college now has processes in place to grant articulated credit to student who have completed advance career and technology coursework in high school.</p> <p>The core objectives are now taught and assessed in all credit workforce classes.</p> <p>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.</p>

Unit Code: 28000
Planning Unit: Emergency Management

Unit Manager
 McIntosh, Trish

Obj ID	Objective	Objective Purpose	Objective Status
1380	Review and Update Emergency Operations Plans and Annexes	Operational	Ongoing

Objective Description

The Emergency Operations Plan (EOP) and associated annexes 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 are required every three years, and shall be provided to President for review, approval and presentation to the Board of Trustees. The most current version of the EOP and associated annexes shall be posted to the I: Drive (Info Central) in the Emergency Management folder within the President's folder.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
09/05/2014	Show signature pages with date of review for each document.

Intended Results

Date	Description
09/05/2014	For this year, EMC will review entire plan and all associated annexes. Presidential and Board approval not required unless major changes are made.

Actual Results

Date	Description
09/18/2015	Emergency Operations Plan updated and approved. Several Annexes developed or updated. Several annexes still under development (Recovery, Mitigation). Still waiting for Texas City to complete their comprehensive EOP update.

Use of Results

Date	Description
09/18/2015	Have developed a rotation and tracking mechanism to more easily monitor what plans or annexes are due for review. Continue annual review schedule.

Obj ID	Objective	Objective Purpose	Objective Status
1382	Create Emergency Management Credit Program	Developmental	In Progress

Objective Description

Develop certificate program with intention of future Associates Degree in Emergency Management.

Convene Advisory Committee.

Seek approvals from college administration and WECM

Target for first class enrollment Fall 2015.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
09/22/2014	Does Advisory panel exist? Has it met? (Show Agenda, minutes, sign in sheet) Does certificate program curriculum exist? (Show structure) Has course content been created and approved? (Show course content) Are courses being offered? (Show listings)

Intended Results

Date	Description
09/22/2014	Long term results include existence of a credit degree program in Emergency Management. Interim results include: - creation of advisory committee - creation of program structure - creation of course content - approval of program - initial credit offering

Actual Results

Date	Description
09/18/2015	This objective was coopted by Dean of Continuing Education and Workforce Development.

Use of Results

Date	Description
09/18/2015	Delete objective from EMC's SPOL. Add to Dean of CEWD.

Unit Code: 30000
Planning Unit: Instruction

Unit Manager
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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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
1232	Create plans to expand dual credit to workforce programs.	Developmental	In Progress

Objective Description

Dual credit students will have the opportunity in Fall 2014 and Spring 2015 to enroll in at least one workforce program which will lead to opportunities for the completion of certificates and degrees after high school graduation.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
04/30/2014	Fall 2014 and Spring 2015 dual credit course schedules will confirm that dual credit students had the opportunity to enroll in at least one workforce program.

Intended Results

Date	Description
04/30/2014	Dual credit students will have the opportunity in Fall 2014 and Spring 2015 to enroll in at least one workforce program which will lead to opportunities for the completion of certificates and degrees after high school graduation.

Actual Results

Date	Description
09/04/2015	Dual credit students this year had the opportunity to enroll in Cosmetology courses, Welding courses, Criminal Justice courses,

Use of Results

Date	Description
09/04/2015	We continue to work with the ISD's to expand workforce program offerings in tandem with House Bill 5 endorsement tracks. We have also revived articulated credit opportunities via our membership in a statewide consortium coordinated by Lone Star College.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Obj ID	Objective	Objective Purpose	Objective Status
1481	Modify degree plans to include no more than 60 credit hours by November 1, 2014.	Developmental	In Progress

Objective Description

Modify degree plans to include no more than 60 credit hours unless compelling reasons for exception exist, and submit these modified degree plans to THECB by November 1, 2014.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/03/2014	By November 1, 2014, all degree plans will have been modified to include no more than 60 credit hours, unless compelling reasons for exception exist, and the modified degree plans will be submitted to THECB.

Intended Results

Date	Description
10/03/2014	By November 1, 2014, all degree plans will have been modified to include no more than 60 credit hours, unless compelling reasons for exception exist, and the modified degree plans will be submitted to THECB.

Actual Results

Date	Description
09/04/2015	All degree plans have been reduced to 60 hours.

Use of Results

Date	Description
09/04/2015	No need for further action. All degree plans reduced to 60 hours.

Obj ID	Objective	Objective Purpose	Objective Status
1483	Implement TSI plan to include NCBO's and plans to support "bubble" students.	Developmental	In Progress

Objective Description

Define range of scores on TSI tests to identify "bubble" students in math, reading, and writing, and develop plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will have been developed and documented, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will have been developed and implemented.

Intended Results

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will be developed, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will be developed and implemented.

Actual Results

Date	Description
09/04/2015	Bubble score ranges have been defined. We have developed a plan to support bubble students in math, offering a section of College Algebra with a help session for bubble students attached. This has not made, so instead, the instructor will offer general tutoring services. In English/Reading, very few sections made over the year.

Use of Results

Date	Description
09/04/2015	Work with IR to track bubble students to determine how successful they are in credit classes. Given how few IRW classes made, we are looking to expand supplemental instruction in English classes.

Obj ID	Objective	Objective Purpose	Objective Status
1489	Implement New Mathways initiative.	Developmental	In Progress

Objective Description

New Mathways will be implemented as evidenced by the inclusion of MATH 0308 and MATH 1342 in each semester course schedule, to be taught in a manner consistent with New Mathways curriculum.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/03/2014	Course schedules will confirm that New Mathways has been implemented as evidenced by the inclusion of MATH 0308 and MATH 1342 in each semester course schedule.

Intended Results

Date	Description
10/03/2014	New Mathways will be implemented as evidenced by the inclusion of MATH 0308 and MATH 1342 in each semester course schedule, to be taught in a manner consistent with New Mathways curriculum.

Actual Results

Date	Description
09/04/2015	This new math pathway of MATH 0308 and MATH 1342 was offered and implemented in the fall and spring semesters of 2014-2015.

Use of Results

Date	Description
09/04/2015	Continue to offer this math pathway as an alternative to College Algebra and expand alternatives this year with MATH 1332. We will also engage in a NMP study to look at how NMP is impacting students.

Obj ID	Objective	Objective Purpose	Objective Status
1496	Engage in Instructional Program Evaluation	Operational	In Progress

Objective Description

Ensure that all instructional programs engage in program evaluation on a scheduled basis, and ensure that the Instructional Assessment Committee reviews each program evaluation chart, with feedback offered for improvement in the program evaluation process.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/03/2014	Program evaluation charts submitted in fall 2014 for the 2013-2014 academic year, with feedback from the Instructional Assessment Committee documented on each chart, will confirm that all instructional programs are engaging in program evaluation.

Intended Results

Date	Description
10/03/2014	Ensure that all instructional programs engage in program evaluation on a scheduled basis, and ensure that the Instructional Assessment Committee reviews each program evaluation chart, with feedback offered for improvement in the program evaluation process; as a result of this process, low-performing programs will be identified for reorganization or elimination.

Use of Results

Date	Description
09/04/2015	The Director of Instructional Assessment met with all instructional program leads over the summer of 2015 to ensure that they are engaging in program evaluation and that their outcomes are appropriately articulated in measurable terms. Data for the 2014-2015 year are being submitted this fall, for review by the Instructional Assessment Committee.

Unit Code: 30100
Planning Unit: Library

Unit Manager
Park, Kathryn

Obj ID	Objective	Objective Purpose	Objective Status
1402	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)

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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
09/04/2015	Survey responses indicate that 100% of students surveyed find library services and resources adequate.

Use of Results

Date	Description
09/04/2015	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
1403	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)

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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
09/04/2015	Survey responses indicate that 91% of students surveyed found the information needed for their research using COM Library resources. **Most library book expenditures align with circulation within 1-2%.

Use of Results

Date	Description
09/04/2015	The library will continue to survey students on library services and resources. The library will continue to analyze the circulation of materials in relation to purchasing. The library will align resources and services with the new core curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1405	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)

Institutional Goals
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	100% of library instruction requested by faculty resulted in a library instruction session. Classes numbered 214. All faculty requests for a Virtual Librarian were filled. 52 classes were requested, an increase of 16% over the previous year. COM Library currently has 271 published guides which had 525,177 views. 6,250 direct questions were answered. The LibAnswers Knowledge base, where student help themselves with previously answered questions received 759,849 views during the academic year. COM Library remains the #1 library in the world with most questions asked/answered.

Use of Results

Date	Description
09/04/2015	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
1406	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)

Institutional Goals
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/28/2012	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -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
09/04/2015	<p>COM Library provided access to 81 licensed databases; 62 from TexShare and 19 are from COM. Through these databases COM students, faculty and staff have access to these full text/media sources: 3,027 news sources; 22,939 journals; 233,162 eBooks; 44,345 videos; 98,501 audio; 573,766 transcripts; 5,494,576 images; 707 tests/tutorials and 18,376,525 primary documents and 6,852,452 essays and other resources.</p> <p>COM Library currently has 271 published guides which had 525,177 views.</p> <p>Library staff answered 6,250 questions; The LibAnswers Knowledgebase, where student help themselves with previously answered questions received 759,849 views.</p> <p>COM Library received 52 requests for the Virtual Librarian and all were filled.</p>

Use of Results

Date	Description
09/04/2015	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
1407	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
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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
09/04/2015	All COM Library staff have the credentials to meet standards. COM Library falls within the median of staffing for local peer institutions. However, demand for library services is significantly higher among our students, creating a need for more staff. COM library provided 183% more one on one help to students, 87% more presentations, and 179% for checkouts than the median compared to our local peer libraries.

Use of Results

Date	Description
09/04/2015	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
1401	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
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
05/16/2014	Updates to the manual will be made once during each long semester (fall/spring).

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
06/26/2015	<p>The department Wiki has been updated during both long semesters.</p> <p>10:45, 18 May 2015? Jwortman (Talk contribs block)? . . (2,472 bytes) (+54)? . . (??Department Administration) (rollback 3 edits undo)</p> <p>10:42, 18 May 2015? Jwortman (Talk contribs block)? . . (2,418 bytes) (+14)? . . (??Department Administration) (undo)</p> <p>11:06, 26 March 2015? Jwortman (Talk contribs block)? . . (2,404 bytes) (+41)? . . (??Distance Education) (undo)</p> <p>14:24, 24 September 2014? Lsescil (Talk contribs block)? . . (2,363 bytes) (+41)? . . (undo)</p> <p>13:42, 24 September 2014? Lsescil (Talk contribs block)? . . (2,322 bytes) (+94)? . . (??Department Training) (undo)</p> <p>13:22, 23 September 2014? Lsescil (Talk contribs block)? . . (2,228 bytes) (-5)? . . (??Department Training) (undo)</p>

Use of Results

Date	Description
06/26/2015	<p>Department members have access to the most up-to-date department procedures from their office or from off campus.</p> <p>All procedures are documented to support SACS compliance.</p>

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

Unit Manager
Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1399	Maintain department procedure manual.	Operational	Ongoing

Objective Description

In support of College Strategic Goal #4, we will maintain the web-based department procedure manual throughout the year.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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
06/26/2015	Department members have access to the most up-to-date department procedures from their office or from off campus. All procedures are document to support SACS compliance.

Use of Results

Date	Description
09/04/2015	Department members have access to the most up-to-date department procedures from their office or from off campus. All procedures are documented to support SACS compliance.

Unit Code: 30700
Planning Unit: Instructional Lab Department

Unit Manager
Cutaia, Janis

Obj ID	Objective	Objective Purpose	Objective Status
1252	Software Compliance	Operational	Ongoing

Objective Description

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

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	Departmental Software - managed by lab staff and IT Services.

Use of Results

Date	Description
09/04/2015	Instructional departments have the ability to teach using current technology.

Obj ID	Objective	Objective Purpose	Objective Status
1424	Restructure Instructional Labs	Operational	In Progress

Objective Description

Restructure the Instructional Labs on campus to better serve our students, faculty, staff and community members.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/18/2014	Document Usage

Intended Results

Date	Description
09/18/2014	Streamline labs to ensure they are staffed properly for assistance.
09/18/2014	To make the labs more effective for students, faculty, staff and community members.
09/18/2014	To centralize labs for student, faculty, staff and community members.

Actual Results

Date	Description
09/04/2015	Restructure completed - August 2015

Use of Results

Date	Description
09/04/2015	Ability to better serve our faculty, staff and student population.

Obj ID	Objective	Objective Purpose	Objective Status
1425	Professional Assistance	Operational	In Progress

Objective Description

Cross-Train all lab assistants to ensure knowledge of college operations and software usage.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4

Intended Results

Date	Description
09/18/2014	Lab Assistants will be knowledgeable in the following areas: Operating Systems, Software, Blackboard, College Lab Procedures, People Skills

Actual Results

Date	Description
09/04/2015	Cross-Training is on-going in the department.

Use of Results

Date	Description
09/04/2015	To ensure departmental members are trained in all areas. The procedure ensures that staff acquire a well rounded knowledge of college operations and software usage.

Obj ID	Objective	Objective Purpose	Objective Status
1428	Inventory	Operational	Ongoing

Objective Description

Create an Excel workbook documenting inventory in all Instructional Labs.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/23/2014	Departmental members will document inventory in spring semester. Supervisor will review inventory and maintain for college use.

Intended Results

Date	Description
09/23/2014	To create accurate inventory of the labs.

Actual Results

Date	Description
09/04/2015	Results attached

Use of Results

Date	Description
09/04/2015	To maintain an inventory of lab equipment and what Instruction will need for the following year.

Obj ID	Objective	Objective Purpose	Objective Status
1429	Teaching/Open Lab Equipment	Operational	Ongoing

Objective Description

Collaborate with IT Services on equipment purchased for the Instructional Teaching Labs/Open Labs.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/23/2014	Ensure all faculty and students have to equipment to work with according to their needs.

Intended Results

Date	Description
09/23/2014	To ensure all students and faculty are served properly in the teaching and open labs at College of the Mainland.

Actual Results

Date	Description
09/04/2015	New equipment was installed. Special software was ordered. Labs and computer classrooms were updated.

Use of Results

Date	Description
09/23/2014	To use for collaboration with IT Services for purchases required.

Obj ID	Objective	Objective Purpose	Objective Status
1430	Printing	Operational	In Progress

Objective Description

Collaborate with facilities and IT Services to implement a print system for the open lab environment.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-4
4 Strategic Goal #4

Intended Results

Date	Description
09/04/2015	To create a printing solution for the college.

Actual Results

Date	Description
09/04/2015	IT Services has not implemented the program as of Sept. 4, 2015

Use of Results

Date	Description
09/04/2015	Upon completion of the task - the college will have the ability to manage the printing on campus.

Unit Code: 30900
Planning Unit: Nursing

Unit Manager
Hammer, Jere

Obj ID	Objective	Objective Purpose	Objective Status
1311	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
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
08/27/2012	The percentage of sections taught that have submitted results for the assessment of the 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-time/part-time faculty members each semester.

Actual Results

Date	Description
09/04/2015	100% of ADN theory course SLOs were assessed by full-time faculty last year; Course SLOs that were not assessed were associated with the two transition courses taught this summer and clinical courses 6 of 15 VN course SLOs were assessed by full-time faculty last year

Use of Results

Date	Description
09/04/2015	Remind the transition and clinical course facilitators to review SLOs in the future.

Obj ID	Objective	Objective Purpose	Objective Status
1315	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
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
08/27/2012	Percentage of classes exceeding enrollment capacity.

Intended Results

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

Actual Results

Date	Description
09/04/2015	This measure is not relevant to the nursing programs at this time. We set the admission capacity based on multiple factors including room size, faculty availability, clinical space, and applicant eligibility.

Use of Results

Date	Description
09/04/2015	This measure will not be continued in the new plan.

Unit Code: 31000
Planning Unit: Academic Programs

Unit Manager
Sewell, Steve

Obj ID	Objective	Objective Purpose	Objective Status
1464	Schedules	Operational	Ongoing

Objective Description

Review schedules of all departments under Dean of Academic Programs to ensure sufficient number of course sections are offered, staffed, and distributed throughout morning, afternoon, and evening time periods. Schedules will also be reviewed to ensure the number of course sections offered will result in enrollment in each course section being as near to capacity as possible, with the goal of reducing the cost per student ratio.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Final course schedules.

Intended Results

Date	Description
09/30/2014	100% of course schedules will be approved by Vice President For Instruction.

Actual Results

Date	Description
05/12/2015	Fall 2014 schedule was approved by the VPI prior to the beginning of the 2014-2015 academic year. During the 2014-2015 academic year the Spring 2015, Summer I and Summer II 2015, and Fall 2015 schedules were approved by the VPI.

Use of Results

Date	Description
08/25/2015	Will continue to review schedules to ensure proper mix of day, afternoon, night, f-2-f, hybrid and internet is offered. Will also review course sections that made in the previous semester to ensure that the proper number of sections are offered so that a minimal number of sections will have to be cancelled due to low enrollment.

Obj ID	Objective	Objective Purpose	Objective Status
1465	Create credentialing manual	Developmental	Ongoing

Objective Description

Create credentialing manual that all departments under Dean of Academic Programs can use to credential faculty in their departments.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Finalized version of credentialing manual.

Intended Results

Date	Description
09/30/2014	Finalized version of credentialing manual.

Actual Results

Date	Description
05/12/2015	Final version of Faculty Credentialing Manual for all five departments under the Dean of Academic Programs was completed in April 2015.

Use of Results

Date	Description
05/12/2015	Will direct all five departments under the Dean of Academic Programs to utilize the Faculty Credentialing Manual to credential all faculty hired in the future to ensure that all academic faculty at College of the Mainland meet Co-Board and SACS credentialing standards.

Obj ID	Objective	Objective Purpose	Objective Status
1466	Standardization of all Study Abroad Programs	Developmental	In Progress

Objective Description

Meet with all individuals involved in Study Abroad Programs. Standardize all Study Abroad Programs to ensure that all comply with Study Abroad Program Guidelines.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Review of all Study Abroad Programs to ensure all comply with Study Abroad Program guidelines.

Intended Results

Date	Description
09/30/2014	All Study Abroad Programs will comply with Study Abroad Program guidelines.

Actual Results

Date	Description
05/12/2015	After an extensive review of all Study Abroad Programs at College of the Mainland, a Guidelines for Study Abroad Programs was created. Final version was completed in May 2015. All future Study Abroad Programs will comply with the guidelines. Compliance with the guidelines will insure consistency across all Study Abroad Programs at College of the Mainland and will insure appropriate internal controls over all programs.

Use of Results

Date	Description
05/12/2015	All College of the Mainland Study Abroad Programs will comply with the protocols established in the Guidelines for Study Abroad Programs.

Obj ID	Objective	Objective Purpose	Objective Status
1467	Gulf Coast Community College Core Curriculum Discussion Group	Operational	Ongoing

Objective Description

Organize a Gulf Coast Community College Core Curriculum Discussion Group meeting each Fall and Spring Semester.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Meeting minutes.

Intended Results

Date	Description
09/30/2014	A meeting of the Gulf Coast Community College Core Curriculum Discussion Group will be held each Fall and Spring semester.

Actual Results

Date	Description
01/20/2015	A meeting of the GCCCCC Discussion Group was held on November 14, 2014.

Use of Results

Date	Description
05/12/2015	Due to the low turnout of the discussion group for the Fall 2014 meeting, the Spring 2015 meeting was cancelled. No need for this objective as Core Objectives have been implemented across the curriculum. This objective will not be carried over to the 2015-2016 academic year.

Obj ID	Objective	Objective Purpose	Objective Status
1468	Expand Supplemental Instruction (SI)	Developmental	In Progress

Objective Description

Expand Supplemental Instruction (SI) offerings.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Listing of expanded offerings of Supplemental Instruction (SI).

Intended Results

Date	Description
09/30/2014	Expansion of Supplemental Instruction (SI) offerings beyond what is currently offered.

Actual Results

Date	Description
05/12/2015	There has been an overall expansion of supplemental instruction offerings. In the fall 2014 semester there were six supplemental instruction instructors (3 Biology and 3 Math) employed in the Math and Science Department. In the spring 2015 semester there were eight supplemental instruction instructors (2 Biology and 6 Math) employed in the Math and Science Department. While there was a loss of one Biology SI instructor, the number of Math SI instructors doubled from fall to spring from 3 to 6 Math SI instructors.

Use of Results

Date	Description
05/12/2015	Will review demand for Biology SI instructors to see if there is sufficient demand to hire more Biology SI instructors and will monitor demand for Math SI instructors to determine if there is enough demand to hire additional Math SI instructors.

Obj ID	Objective	Objective Purpose	Objective Status
1469	Create Service Learning Program	Developmental	In Progress

Objective Description

Create Service Learning Program at College of the Mainland.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/30/2014	Listing of Service Learning Programs offered through College of the Mainland.

Intended Results

Date	Description
09/30/2014	Establishment of Service Learning Program at College of the Mainland.

Actual Results

Date	Description
05/12/2015	Service Learning version of Psychology 2314 (Developmental Lifespan) was created by a psychology faculty member in the spring of 2015. One service learning section of PSYC 2314 will be offered in the Fall 2015 schedule.

Use of Results

Date	Description
05/12/2015	Based on the creation of a service learning version of PSYC 2314, a Service Learning Committee is in the process of being created. Other disciplines that would be candidates for creation of service learning courses include biology, government, and sociology.

Obj ID	Objective	Objective Purpose	Objective Status
1508	Implement TSI plan to include NCBO's	Developmental	In Progress

Objective Description

Define range of scores on TSI tests to identify "bubble" students in math, reading, and writing, and develop plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will have been developed and documented, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will have been developed and implemented.

Intended Results

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will be developed, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will be developed and implemented.

Actual Results

Date	Description
08/25/2015	Chart to place "bubble students" was developed and advisors began to use the chart in the Spring 2015 semester to place students.

Use of Results

Date	Description
08/25/2015	NCBO option has not been utilized by students as much as expected. Will identify other methods to support "bubble students."

Unit Code: 31200
Planning Unit: Fine Arts

Unit Manager
Koerner, Sparky

Obj ID	Objective	Objective Purpose	Objective Status
1242	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
14-17 SG-4
4 Strategic Goal #4

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
05/14/2015	All Faculty in the Fine Arts were involved in Professional Development on and off campus in their special areas of teaching.

Use of Results

Date	Description
05/27/2015	Faculty and staff will bring back to their positions information that they have gained from their professional development and use it to improve their teaching, working with students or public depending on their position .

Obj ID	Objective	Objective Purpose	Objective Status
1243	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
14-17 SG-4
4 Strategic Goal #4

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
05/14/2015	All Fine Arts Faculty met the credentials set by the Southern Association Accreditation Agency

Use of Results

Date	Description
05/27/2015	Continue to check all credentials of faculty to ensure they meet the SAC requirements.

Obj ID	Objective	Objective Purpose	Objective Status
1245	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
14-17 SG-4
4 Strategic Goal #4

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
05/14/2015	Fine Arts Faculty provided improvement strategies in their classes for students that failed to meet the "criteria for success"

Use of Results

Date	Description
05/27/2015	Have faculty make adjustments to SLO for ones that did not succeed.

Unit Code: 31400
Planning Unit: Math & Science

Unit Manager
Richardson, Leslie

Obj ID	Objective	Objective Purpose	Objective Status
1253	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
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	There are no reports available to confirm that 100% of the SLO's were assessed. However, under the honors system 100% of the faculty confirmed that they did complete the course assessments in SPOL.

Obj ID	Objective	Objective Purpose	Objective Status
1254	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
14-17 SG-4
4 Strategic Goal #4

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									
09/04/2015	F14		SP15		S115		S215			
		Sections	Made	Sections	Made	Sections	Made	Sections	Made	
	BIOL	29	93%	31	84%	6	100%	3	100%	
	CHEM	9	100%	9	89%	3	100%	1	100%	
	GEOL	5	80%	5	100%					
	MATH(CR)	31	94%	32	97%	6	83%	4	100%	
	MATH(DEV)	39	72%	39	74%	8	75%	9	44%	
	PHED	19	84%	18	94%	5	80%	4	75%	
	PHYS	8	100%	7	100%	3	100%	2	100%	

Use of Results

Date	Description
09/04/2015	<p>The lower percentages for developmental math courses resulted from the transition from four levels of developmental math to two levels. The number of sections offered was based on previous enrollment but the number of students that enrolled was down and fewer students registered in a developmental math class in the summer sessions.</p> <p>The lower number in the spring 2015 semester for biology was the result of a full-time faculty member resigning the previous December. Some sections were canceled for lack of an instructor.</p> <p>The activity classes in PHED are a little unpredictable, popular one semester and unpopular the next.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1256	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
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	100% of faculty were credentialed to teach their classes by meeting the minimum credentialing standards for their field.

Obj ID	Objective	Objective Purpose	Objective Status
1257	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
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	289 sections were offered and 6 (2.1%) of those sections had the capacity exceeded by one student. In four of those cases it was a result of adding a student dropped by mistake for non-payment. In the other two cases a Nursing student was added to an online class to allow them to take PHED 1164 and complete the core requirement.

Use of Results

Date	Description
09/04/2015	Criteria met.

Obj ID	Objective	Objective Purpose	Objective Status
1258	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
14-17 SG-4
4 Strategic Goal #4

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.

Obj ID	Objective	Objective Purpose	Objective Status
1416	Success of Math 0308	Operational	In Progress

Objective Description

Students placed into Math 0308, Foundations of mathematical Reasoning, will be successful in completing the course with grades A, B, or C.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/12/2014	The percentage of the students that completed the course with a grade of A, B, or C.

Intended Results

Date	Description
09/12/2014	At least 55% of the students will complete the course with a grade of A, B or C.

Actual Results

Date	Description
08/28/2015	Fall 2014: 57 students enrolled and 32 completed with A, B, or C (56%)
	Spring 2015: 48 students enrolled and 19 completed with A, B, or C (40%)
	Summer I 2015: 17 students enrolled and 7 completed with A, B, or C (41%)

Use of Results

Date	Description
08/28/2015	The criteria of 55% success was met only once, the fall semester. The success rate was flat but well below 55% for the spring and summer semesters. The number of students taking the class is small and so it is premature to draw conclusions. However, it could be that the instructors will have better success with more experience with the course materials.

Obj ID	Objective	Objective Purpose	Objective Status
1417	Success of the new math pathway	Operational	Ongoing

Objective Description

Students that have completed Math 0308, Foundations of Mathematical Reasoning, will successfully complete Math 1342, Elementary Statistical Methods, with a grade of A, B, or C.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/12/2014	The percentage of those students that successfully completed Math 0308, Foundations of mathematical Reasoning, that complete Math 1342, Statistical Methods with a grade of A, B, or C.

Intended Results

Date	Description
09/12/2014	At least 55% of the students that successfully completed the developmental course Math 0308 will complete Math 1342, Statistical Methods, with a grade of A, B, or C.

Actual Results

Date	Description
09/04/2015	<p>In the fall 2014 semester 57 students took Math 0308, Foundations of Mathematical Reasoning, and 32 completed successfully with a grade of A, B or C.</p> <p>In the Spring 2015 semester 13 of the 32 students that completed Math 0308 successfully enrolled in Math 1342, Elementary Statistics.</p> <p>12 of the 13 students (92%) completed Math 1342 successfully with a grade of A, B, or C.</p>

Use of Results

Date	Description
09/04/2015	Criteria was met. Excellent results for the first group.

Unit Code: 31600
Planning Unit: Business & Computer Technologies

Unit Manager
 Rahman, Selina

Obj ID	Objective	Objective Purpose	Objective Status
1273	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
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
08/24/2014	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
08/24/2014	An average of 80% of classes offered by the department each semester will make. Departmental offering includes the following areas: Business : 74% (43 out of 58 classes offered made) Accounting : 87% (29 out of 33 classes made) Computer Science: 96% (24 out of 25 classes made) Drafting 80% (12 out of 15 classes offered made) Graphic Arts: 91% (22 out of 24 classes made) Networking and Database: 76% (16 out of 21 classes made) For BCT the overall average of classes made is 83% (146 out of 176 classes)

Actual Results

Date	Description
09/04/2015	Overall for Business and Computer Technologies 83% of the classes made.

Use of Results

Date	Description
09/04/2015	All other areas, except Business and Networking/Database, made more than 80% of the classes offered. Offer less classes in Business. Networking/Database is an area we are trying to grow - keep monitoring.

Obj ID	Objective	Objective Purpose	Objective Status
1511	Qualified faculty	Operational	Ongoing

Objective Description

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

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
08/27/2014	Percentage of faculty who meet credentialing standards as documents on the Faculty Credentials form

Intended Results

Date	Description
08/27/2014	100% of all part and full time faculty members will meet the minimum credentialing standards for their field

Use of Results

Date	Description
09/12/2014	Continue to monitor
09/04/2015	Continue to monitor

Obj ID	Objective	Objective Purpose	Objective Status
1513	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
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	100% of the faculty members submitted their 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.
09/04/2015	Keep monitoring and emphasizing that PD plans are needed.

Obj ID	Objective	Objective Purpose	Objective Status
1514	Assessment of SLOs	Operational	Ongoing

Objective Description

100% of student learner outcomes will be assessed to provide evidence of quality instruction.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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
09/04/2015	100% of the faculty completed their SLOs

Use of Results

Date	Description
09/04/2015	Keep documentation

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

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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
35000	Workforce & Continuing Education	Boone, Carla

Obj ID	Objective	Objective Purpose	Objective Status
1557	Core Objectives	Assessment Objective	Not Started

Objective Description

collaborate with CTE credit faculty to incorporate the comon core objectives into their certificate and degree programs

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/15/2014	A review of the core objectives table in course syllabi for each program certificate/degree will result in verification that all core objectives are assessed before completion of course requirements for that certificate/degree. This finding will be evident for at least 50% of the CTE programs this planning year.

Intended Results

Date	Description
10/15/2014	Each CTE certificate and degree program will incorporate the common core objectives into their programs, identifying courses and student assignments that assess these core objectives by program completion.

Actual Results

Date	Description
09/04/2015	Core objective training sessions were held at Fall 2014 convocation. Each CTE certificate and degree program has incorporated the common core objectives into their programs. An audit will be conducted in 2015-2016 FY to ensure that all CTE programs have created a program matrix that identifies the courses that address core objectives by program completion.

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

Unit Manager
 Bergvall, Christina

Obj ID	Objective	Objective Purpose	Objective Status
1587	Form an Advisory Board and hold one meeting prior to the end of the 2015 fiscal year	Developmental	In Progress

Objective Description

Form an Advisory Board members for the CE Allied Health Programs

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
02/13/2015	The CE Allied Health Director will reach out to healthcare professionals and form an Advisory Committee.
02/18/2015	The CE Allied Health Advisory Committee will meet at least once prior to the end of the 2015 fiscal year.

Intended Results

Date	Description
02/13/2015	By incorporating the expertise and feedback of an Advisory Committee comprised of healthcare professionals, we can ensure high-quality instruction and reaffirm the importance of the community's involvement and ownership of the college.

Actual Results

Date	Description
09/04/2015	The Advisory Board met in June. It was comprised of retired nurses, a (former) CNA instructor, a DHS CTE Director, DHS Health program instructors, and EKG Technicians employed at Clear Lake Regional Medical Center. The outcome was positive in that the feedback we received from the industry employees (current and former) were that the soft skills, critical thinking, and technical skills could be improved. We implemented changes into the EKG program immediately to incorporate specific technical skills education/training (stress tests). We also created information fliers in coordination with marketing to hand out and upload to the website. This provides an increased awareness of the soft skills that are required to be successful in the respective healthcare fields.

Use of Results

Date	Description
09/04/2015	It is my plan to increase the number of Board Members, as some of them are no longer partnering with us.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/26/2014	<ul style="list-style-type: none"> - Enrollment in the program - Completers of the program - Student enrollments resulting from marketing campaign

Intended Results

Date	Description
09/26/2014	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/15/2014	<ul style="list-style-type: none"> - Enrollment in the program - Completers of the program - Student enrollments resulting from marketing campaign

Intended Results

Date	Description
10/15/2014	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/15/2014	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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: 35500
Planning Unit: C.E. Contract Training

Unit Manager
Bacot, Danny

Obj ID	Objective	Objective Purpose	Objective Status
1446	Create business training schedule	Operational	Ongoing

Objective Description

Create business training schedule for open enrollment courses.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/26/2014	Completed schedule

Intended Results

Date	Description
09/26/2014	Increasing enrollment in CE business training.

Actual Results

Date	Description
09/08/2015	Completed Business training schedule beginning in the summer semester, and printed in the CE catalog. The schedule for the Fall semester has been expanded to include additional topics including Quality initiatives and Project Management. This year (2014-2015) enrollments increased 45.8%

Use of Results

Date	Description
09/08/2015	Process went smoothly, and will continue into the 2015-2016 school year.

Obj ID	Objective	Objective Purpose	Objective Status
1448	Expand seminars offered	Operational	Ongoing

Objective Description

Add additional training seminars and short courses in topics of business operations, business management, rotary and thermodynamics, quality, leadership, and communication.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/26/2014	Enrollment records from training seminars and short courses

Intended Results

Date	Description
09/26/2014	Increased CE enrollments and college business training image.

Actual Results

Date	Description
09/08/2015	Offered 1 course of DDI business communications having DOW and Marathon enrollments. Offered 1 course of Process Valves and Valve automation seminar having Chevron and Marathon enrollments, Offered 1 course of SKF Bearing Analysis seminar having company enrollments from across Texas, Louisiana, Tennessee, Georgia. This year (2014-2015) enrollments increased 45.8%

Use of Results

Date	Description
09/08/2015	Will continue to offer these topics while researching other that will be interest to our business community.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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	<p>Develop additional marketing:</p> <p>Various marketing flyers and brochures were created with the assistance of Marketing. Examples are included in the Document Management section.</p> <p>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.</p>
09/04/2015	<p>Identify and Plan for Additional Online Classes:</p> <p>Safety & Health for Small Business Owners, Managers & Supervisors - Level 2 was completed and received an Exemplary rating.</p> <p>Safety & Health for Small Business Owners, Managers & Supervisors - Level 1 was revised.</p>
09/04/2015	<p>Broaden our course offerings:</p> <p>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.</p> <p>OSHA 10- and 30-hour General Industry courses have been added to the schedule in Spring 2015.</p>

Use of Results

Date	Description
09/04/2015	<p data-bbox="318 134 670 159">Broaden our course offerings:</p> <p data-bbox="318 197 1572 281">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.</p> <p data-bbox="318 315 1593 401">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.</p>
09/04/2015	<p data-bbox="318 443 670 468">Develop additional marketing:</p> <p data-bbox="318 506 1484 562">Continue to develop a mechanism to monitor the effectiveness of the various marketing methods to determine the best marketing approach for GCSI.</p> <p data-bbox="318 596 1572 646">We will continue to use the majority of the same marketing avenues until we have sufficient data to change our marketing strategy.</p>
09/04/2015	<p data-bbox="318 659 873 684">Identify and Plan for Additional Online Classes:</p> <p data-bbox="318 722 1588 835">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.</p> <p data-bbox="318 869 1484 926">Safety & Health for Small Business Owners, Managers & Supervisors - Level 3 is being outlined for development in 2015-2016.</p>

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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	<p>Partner with COM workforce programs to elevate knowledge of current program students:</p> <p>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.</p> <p>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.</p>
09/04/2015	<p>Coordinate 3 new learning opportunities:</p> <p>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.</p> <p>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.</p> <p>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.</p>
09/28/2015	<p>Participate and/or speak at two conferences.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Use of Results

Date	Description
10/15/2015	<p>Coordinate 3 new learning opportunities:</p> <p>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.</p> <p>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.</p> <p>The Fall Protection Forum is a new program. We will work to grow this program into a networking and problem solving forum.</p>
10/15/2015	<p>Partner with COM workforce programs to elevate knowledge of current program students:</p> <p>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.</p> <p>Through the CE Directors meeting Cindy will look for opportunities to partner with other Departments on expanding safety and health knowledge in their areas.</p>
10/15/2015	<p>Participate and/or speak at two conferences.</p> <p>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.</p>

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/26/2014	Financial reports to reflect amount of funding for beginning 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	<p>Pursue new grant opportunities:</p> <p>Cindy Lewis, Director, completed a Grant Writing Class.</p> <p>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.</p> <p>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.</p>
09/02/2015	<p>Develop additional contract classes:</p> <p>Contract Budget was set up for the GCSI.</p> <p>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.</p> <p>Conducted an ICS 300 course for Marathon. Total revenue \$400.</p> <p>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.</p> <p>The Safety & Health for Small Business Owners, Managers and Supervisors - Level 2 online course was developed and received an Exemplary rating in Spring 2015.</p>
09/02/2015	<p>Develop a "Pay-it-Forward" Fund through the COM Foundation:</p> <p>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.</p>
09/02/2015	<p>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.</p>
10/15/2015	<p>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.</p>

Use of Results

Date	Description
09/02/2015	<p>Pursue new grant opportunities:</p> <p>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.</p> <p>Grant templates will be developed to better facilitate the submission of future grants.</p>
09/02/2015	<p>Develop additional contract classes:</p> <p>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.</p> <p>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.</p> <p>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</p>
09/02/2015	<p>Develop a "Pay-it-Forward" Fund through the COM Foundation:</p> <p>No results as of yet. Will continue to purse the development of this Fund in 2015-2016.</p>

Unit Code: 35900
Planning Unit: Public Services Careers

Unit Manager
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.).

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Obj ID	Objective	Objective Purpose	Objective Status
1550	Fire Tech - Resolve storage and transportation issues of equipment	Operational	In Progress

Objective Description

Research and obtain a 7' x 16', 2 axle storage trailer to transport and store training equipment necessary for skills training for the Fire Academy for off-site training days.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of equipment

Intended Results

Date	Description
10/15/2014	Acquisition and utilization of trailer to transport and store training equipment to off-site locations

Actual Results

Date	Description
09/04/2015	The Fire Tech program has purchased a 16' x 7' storage trailer to transport and store training equipment for skills training.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Obj ID	Objective	Objective Purpose	Objective Status
1552	Fire Tech - Obtain additional hazardous materials equipment for HazMat Technician course	Operational	In Progress

Objective Description

Obtain additional hazardous materials equipment for HazMat Technician course; research and order Patch and Plug kits and Plug N' Dike.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of the equipment

Intended Results

Date	Description
10/15/2014	Purchase and utilization of additional HazMat training equipment to enhance skills training.

Actual Results

Date	Description
09/04/2015	The following hazmat equipment has been purchased: hazmat suits, boots, gloves and consumables such as duct tape, etc.

Obj ID	Objective	Objective Purpose	Objective Status
1553	Fire Tech - Apply for a grant for fire training facilities and equipment	Operational	Not Started

Objective Description

Research and apply for applicable grants for fire training facilities and equipment.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/15/2014	-number of applicable grants identified -approval of a grant

Intended Results

Date	Description
10/15/2014	-Identification of various grants to serve our Fire Tech needs; -Approval of a grant to fund much needed fire training facilities and equipment.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

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.

Unit Code: 36210
Planning Unit: Process Technology

Unit Manager
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

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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: 36230
Planning Unit: Welding

Unit Manager
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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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 semester 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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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

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

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

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: 42000
Planning Unit: Students

Unit Manager
Kimbark, Kris

Obj ID	Objective	Objective Purpose	Objective Status
1443	Code of Conduct	Operational	Ongoing

Objective Description

Students will be taken through the conduct processes efficiently and in allotted timeframes

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
09/25/2014	The conduct database will be utilized to ensure appropriate time frames are followed.

Intended Results

Date	Description
09/25/2014	Ensure the new policies and procedures regarding student conduct, complaints and grievances are having the intended effect of guiding our students in appropriate conduct and self advocacy skills on a college campus.

Actual Results

Date	Description
08/25/2015	After review of timelines on cases, all cases reviewed met the time frames outlined in policy. However, during a recent update to the computers, the conduct database experienced a significant malfunction. While all of the files are also kept hard copy, this did not disrupt services to students; however, a new system (Maxient) was purchased and will be implemented in the fall of 2015.

Use of Results

Date	Description
08/25/2015	A new system was purchased in the summer of 2015 and will be implemented in fall of 2015 to track conduct and grievance cases.

Unit Code:	Planning Unit:	Unit Manager
63000	Marketing & Communications	Garza, Amanda

Obj ID	Objective	Objective Purpose	Objective Status
1529	Extend awareness of COM's workforce training and services	Operational	No Status

Objective Description

Fall 2014 - Increase number of stories highlighting workforce education

Fall 2014 - Incorporate television and radio as well as national publication advertising and media relations

Spring 2015 - Begin advertising new workforce opportunities and services in local and regional magazines.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
10/07/2014	Review enrollment statistics in the workforce programs.

Intended Results

Date	Description
10/07/2014	Success by growth in enrollment in the workforce programs and partnerships in workforce-related programs and services.

Actual Results

Date	Description
09/30/2015	Increased enrollment in technical programs from 187,408 contact hours to 197,808 contact hours.

Use of Results

Date	Description
09/30/2015	Continue advertising campaigns along a similar message and avenues. Research other ways to advertise to reach target audience.

Obj ID	Objective	Objective Purpose	Objective Status
1534	Continuously improve the COM website	Operational	No Status

Objective Description

The website is the "front door" to College of the Mainland, and is COM's most valuable communication and marketing tool. An effective, attractive website instills confidence in the college and helps visitors make educational decisions.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
10/08/2014	Analytics on website traffic and focus groups.

Intended Results

Date	Description
10/08/2014	Success will be measured by increased traffic to the site and ease of navigation.
10/08/2014	Fall 2014 to Spring 2015 - Create a streamlined system for making Web updates and using video as a promotion and communication tool at multiple levels throughout the site. Summer 2015 - Create more user-friendly and consistent content on the COM website.

Actual Results

Date	Description
09/30/2015	Implemented CMS where employees are able to access/edit their department pages. CMS allows employees to disseminate important information such as news, events, emergency notifications and other tasks easily to the website in real time. Focus groups consisting of students, employees and faculty were held to aid in the redesign and in Spring 2015 launched the new website. Because of the use of mobile devices to access the Internet, the website was designed to be responsive, adjusting layout to fit browsing device. COM TV was created to keep students and community informed about the COM events, programs and registration. COM TV is produced weekly and shared via YouTube, COM website and social media.

Use of Results

Date	Description
09/30/2015	Increase advertising efforts through our social media platform and search engine advertising. Continue experimenting with geo targeted digital advertising.

Unit Code: 70000
Planning Unit: Student Success Council

Unit Manager
 Templer, James

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

Objective Description

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

Institutional Goals	
14-17 SG-1	
1	Strategic Goal #1
14-17 SG-2	
2	Strategic Goal #2
14-17 SG-3	
3	Strategic Goal #3
14-17 SG-4	
4	Strategic Goal #4
14-17 SG-5	
5	Strategic Goal #5
14-17 SG-6	
6	Strategic Goal #6

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.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

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.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

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.

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
1576	Extend Core Objectives to all workforce courses and programs	Developmental	Ongoing

Objective Description

Extend Core Objectives to all workforce courses and programs.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

Assessment Measures

Date	Description
01/22/2015	Review of workforce syllabi and core objective assessment data collected in SPOL.

Intended Results

Date	Description
01/22/2015	Core Objectives will be taught and assessed in all workforce courses and programs beginning in the Fall 2015 semester.

Actual Results

Date	Description
08/25/2015	Expansion of teaching and assessment of the Core Objectives to all credit workforce courses was implemented in the Fall 2015 semester.

Use of Results

Date	Description
08/25/2015	Student attainment of the Core Objectives in all credit workforce courses will be reviewed at the end of the 2015-2016 academic year.